



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(Internal / External)

Department: Lake County Board of Commissioners / Purchasing Division

Location: Lake County Government Center
2293 North Main Street
Crown Point, IN 46307

Position: Assistant Purchasing Agent

Classification: (Full-Time)

FLSA: Non-Exempt

Reports to: Purchasing Agent

Requirements: Two to four years of experience in Purchasing or Bookkeeping or related field. Three years of experience and proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint). Must be 18 yrs. of age with a high school diploma or equivalent. Must be a reliable worker who is able to perform routine tasks without supervision. Must possess strong mathematical, organizational, time management, and communication skills. Must have the following:

- Office experience preferred, Oracle experience preferred
- Strong math skills (adding, subtraction, multiplying, and dividing)
- Proficiency with grammar, punctuation and spelling
- Experience in performing bookkeeping functions
- A valid motor vehicle license
- Strong attention to detail required

Preferred: Associates degree in Accounting or related field, and 2 years of related experience.

Purpose of Position/ Summary:

This individual assists the County Purchasing Agent in the approval of requisitions and provides service to departmental bookkeepers who enter the department, call by telephone or email. Investigate and responds to departmental bookkeepers inquiries and employee questions, in person, by telephone or email and makes the appropriate decisions and referrals using Oracle. Responsible for assisting Commissioners, Administrators, and County Attorney with a variety of purchasing administrative tasks, while maintaining quality at all times. Performs other duties as assigned.

Essential Duties/Responsibilities:

- Assists with maintaining County database purchasing files and approving requisitions
- Prepares purchase orders for all accounts and records transactions using Oracle system
- Assists with processing all bills and reconciles purchasing ledgers
- Investigates purchasing discrepancies
- Acts as liaison between employees and the County purchasing department
- Responds to inquiries from outside agencies regarding purchasing issues
- Answer, screen and forward telephone calls
- Obtain and/or send documents and information using the computer, mail and/or fax machine
- Copy, file, organize, and maintain documents and records
- Professional customer service etiquette
- Maintains confidentiality

QUALIFICATIONS/EDUCATION REQUIREMENTS:

- High school diploma or equivalent, degree preferred
- Strong Math and Accounting skills
- Basic English, Math and Spelling skills
- Problem solving skills
- Experience with Word, Excel and other computer applications
- Operation of office equipment (computer, calculator, phone, printer, copy machine, etc.)
- Normal working hours 8:30am – 4:30pm
- Punctual and dependable
- Customer service and basic telephone etiquette
- Willingness to assist in areas outside of regular job duties, including temporary transfer of position and assignments
- Must maintain a high degree of professionalism and confidentiality

OTHER DUTIES:

Perform all other duties as assigned.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of lifting up to 30 lbs. Position requires full use of arms, hands, and legs and tolerate continuous periods of repetitive motion activity. The job requires the ability to bend, walk, and reach overhead. Position requires sitting for extended periods.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and office spaces are safeguarded.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of management.

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the general public.

All Resumes and applications must be sent to the Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of Government Center in Human Resources